



**CLASSROOM TEACHER - STANDARD CERTIFICATE RENEWAL
AND
CONTINUING PROFESSIONAL EDUCATOR REQUIREMENTS**

GENERAL PROVISIONS FOR CERTIFICATE RENEWAL

The renewal date of a Standard Certificate will be five years after the last day of the certificate holder's birth month. If a teacher holds multiple certificates, all can be renewed concurrently and all are subject to renewal during the certificate holder's birth month five years after the earliest certificate was issued. Teachers who fail to satisfy each of the requirements to renew their Standard Certificate(s) by the renewal date move to inactive status and are ineligible for employment in a Texas public school district in a position for which that certificate is required until all appropriate requirements are satisfied.

CERTIFICATE RENEWAL REQUIREMENTS

All classroom teachers are required to complete at least 150 clock hours of Continuing Professional Education (CPE) during each five-year renewal period. Teachers are encouraged to complete a minimum of 30 clock hours of CPE each year of the renewal period. **NOTE: Only those professional education activities from approved registered providers will be accepted for renewal purposes.**

ACCEPTABLE CONTINUING PROFESSIONAL EDUCATIONAL ACTIVITIES

Types of acceptable Continuing Professional Education (CPE) activities include:

1. participation in institutes, workshops, seminars, conferences, in-service or staff development which are related to or enhance the professional knowledge and skills of the educator;
2. completion of undergraduate courses in the content area knowledge and skills related to the certificate being renewed, graduate courses, or training programs which are taken through an accredited institution of higher education; (One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.)
3. participation in interactive distance learning, video conferencing, or on-line activities or conferences;
4. independent study, not to exceed 20% of the required clock hours, which may include self-study of relevant professional materials (books, journals, periodicals, video/audio tapes, computer software, and on-line information) or authoring a published work;
5. development of curriculum or CPE training materials;
6. serving as an assessor (does not include the required annual evaluation of the principal) for the principal assessment process [TAC §241.35], not to exceed 10% of the required clock hours;
7. teaching or presenting a CPE activity, not to exceed 10% of the required clock hours; and/or
8. providing professional guidance as a mentor educator, not to exceed 30% of the required clock hours.

Acceptable Content Areas of Required Continuing Professional Education Hours

(b) One semester credit hour earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.

(c) At least 80% of the CPE activities should be directly related to the certificate(s) being renewed and focus on the standards required for the initial issuance of the certificate(s), including:

- (1) content area knowledge and skills;
- (2) professional ethics and standards of conduct;
- (3) professional development, which should encompass topics such as the following:
 - (A) district and campus priorities and objectives;
 - (B) child development, including research on how children learn;
 - (C) discipline management;
 - (D) applicable federal and state laws;
 - (E) diversity and special needs of student populations;
 - (F) increasing and maintaining parental involvement;
 - (G) integration of technology into educational practices;
 - (H) ensuring that students read on or above grade level;
 - (I) diagnosing and removing obstacles to student achievement; and

(J) instructional techniques.

(d) Educators are encouraged to identify CPE activities based on results of the annual appraisal required under TEC, Chapter 21, Subchapter H.

How to Renew Your Certificate:

1. Go to the SBEC web site www.sbec.state.tx.us
 2. Log onto the “SBEC on line for Educators” at the top of the page.
 - a. If you have already registered, log in with your user name and password.
 - b. If not, create a new user.
 3. On the left side of the page click on “Applications”
 4. Then Click on “Renew a Standard Certificate”
 5. You will check a box attesting to having completed the required CPE hours.
 - a. SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.
- Certificates can be renewed up to 6 months prior to the expiration date.
 - For a list of providers, please see: <http://www.sbec.state.tx.us/SBECOnline/certinfo/regprov.asp>
 - The fee for certificate renewal is \$20 for most educators and \$10 for educational aides. Additional fees are assessed for late renewal and reactivation of an inactive certificate. Online payment of certification fees is available.
 - Any questions about the online application or use of the online system should be directed to the SBEC at 1-888-863-5880.

